**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, MARCH 25, 2024, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH**

***Present –***

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Deputy Clerk-Auditor Janet Jenkins, Human Resource Director Judy Stevenson, Human Resource Generalist Nichole Cowley, Economic Development Director Deborah Herron, Jeff Baker and Brock Harrison with Jones & DeMille Engineering, Surveyor Jerry Allred, Sheriff's Office Manager Cynthia Wardle, Sheriff Travis Tucker, Treasurer Stephen Potter, Community Development Deputy Director Mike Gottfredson, Duchesne County Residents Bryan Winterton and Tracy Ross, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Opening Comments***

*(9:00 a.m.)*

Chairperson Hansen welcomed everyone to the meeting.

***Pledge of Allegiance***

*(9:01 a.m.)*

***Award the 2024 Crack Seal Bids***

*(9:02 a.m.)*

Jeff Baker with Jones & DeMille presented the bid tabulation with all six bids listed from apparent low bid to high bid:

- CKC Operations, LLC - $229,699.55
- Asphalt Preservation, LLP - $272,900.00
- Bonneville Asphalt & Repair, LLC - $290,500.00
- Morgan Industries, Inc. - $300,099.00
- Advanced Paving & Construction, LLC - $308,730.00
- M&M Asphalt Services, Inc. - $359,548.00

Mr. Baker explained that he obtained references for the bottom three bidders. Public Works Director Mike Casper recommended awarding the bid to Asphalt Preservation, LLP. *Commissioner Miles made a motion to award the 2024 Crack Seal Bid to Asphalt Preservation LLP for $272,900.00. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Open & Award the 2024 Structure Preservation Bids***

*(9:06 a.m.)*

Commissioner Hansen opened the two bids received for structure preservation.

- Cold Water Group, Inc. $219,100.00
- Gerber Construction, Inc. $127,400.00

The parties allow Jones & DeMille Engineering and Public Works Director Casper time to review the bids.

*(9:51 a.m.)*

Jeff Baker with Jones & DeMille Engineering reported that both bid packets were in order. He called the references for both companies and recommended the low bidder, Gerber Construction, Inc., for $127,400.00. *Commissioner Miles made a motion to approve the bid from Gerber Construction, Inc., for the Structure Preservation for $127,400.00. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Open & Award the Asphalt Emulsions Bids***

*(9:09 a.m.)*

Commissioner Hansen opened the two bids received for the asphalt emulsions.

- Peak Asphalt, LLC - $828,930.00
- Asphalt Systems, Inc. - $1,058,120.00

The parties allow Jones & DeMille Engineering and Public Works Director Casper time to review the bids.

*(9:53 a.m.)*

Jeff Baker with Jones & DeMille Engineering reported that both bid packets were in order. He called the references for both companies and recommended the low bidder, Peak

Asphalt, LLC. *Commissioner Miles made a motion to accept the bid from Peak Asphalt, Inc. for $828,930.00. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Public Works Update***
*(9:14 a.m.)*

Public Works Director Mike Casper gave an update on existing projects and upcoming work. The crusher should be ready to start tomorrow. They have teamed up with Moon Lake Electric to trim trees on the road right-of-ways in Myton by providing traffic control. They are just about finished with the pothole repairs. The new Peterbilt truck has been received. Cedarview Road in Neola (CR269) has been zipped and is being prepared to be chipped sealed. Graders are out grading gravel roads. They will widen LaRue Lamb Trucking Road (CR 49) in Myton. The parties discussed the bridge project on Old River Road (CR 92) and the Rabbit Gulch (CR 377) project.

***Discussion & Consideration of the Support Letter for the FY2024 Q2 OHVR Search & Rescue Grant***
*(9:19 a.m.)*

Sheriff's Office Manager Cynthia Wardle and Sheriff Travis Tucker presented the support letter for the grant application. The grant application submitted by the Sheriff's Office requests assistance purchasing a side-by-side OHV for the search and rescue team. This purchase would assist the team from the high mountains to the basin floor. The parties discussed the need for a side-by-side and how it would help in the search and rescue efforts. *Commissioner Miles made a motion to approve the support letter as presented for the FY2024 Q2 OHVR Search and Rescue Grant. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of the Cooperative Agreement with UDOT for the General Plan Project***
*(9:23 a.m.)*

Community Development Deputy Director Mike Gottfredson presented the Technical Planning Assistance Program Funds Cooperative Agreement with UDOT. He explained the project. Duchesne County maintains a GENERAL PLAN as an advisory planning document as required by state code. The current General Plan was adopted in 1997 and has undergone eight amendments since its adoption, including the Duchesne County Resource Management Plan. The General Plan represents public and private land use, demographics, transportation, economy, and cultural values from 26 years ago. For the General Plan to be effective, these elements must be updated at the very least, and public outreach must occur to help gauge the public's values and desires for the future as it stands now. On March 18th, the UDOT Technical Planning Assistance (TPA) program awarded Duchesne County $100,000 to update the County's General Plan. The County is obligated to contribute $30,000 as a cash match. Deputy Director Gottfredson described the process for updating the General Plan. The parties discussed the need for an accurate population count and to update the General Plan. *Commissioner Miles made a motion to approve and enter into the Cooperative Agreement with UDOT for the General Plan Project. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of the Support Letter for the OHVR Grant Applications – Ashley National Forest Service Harmston Canyon OHV Connector Trail Construction and the Petty Mountain Loop Trail – Yellow Ledges Segment-OHV Improvement Projects***
*(9:33 a.m.)*

Community Development Deputy Director Mike Gottfredson presented the support letter to Ms. Rachel Toker, the State OHV Grant Administrator of the Utah Division of Outdoor Recreation. He explained that the Ashley National Forest is applying for funds from the Off-Highway Vehicle Recreation Grant program for the Harmston Canyon OHV Connector Trail Construction project and the Petty Mountain Loop Trail—Yellow Ledges Segment-OHV Improvement project. The County works closely with its partners at the Ashley National Forest in public safety and recreation. Duchesne County will commit to an in-kind match for the duration of the projects. OHV equipment (operated by Duchesne County staff ) and staff time to complete the projects. The parties discussed the partnership with the Forest Service and the projects. *Commissioner Killian made a motion to approve the support letter for the Ashley National Forest's OHVR Grant Application.*

*Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of the OHVR Grant for Fencing in Argyle Canyon***
*(9:43 a.m.)*

Community Development Deputy Director Mike Gottfredson explained that Polaris has offered to sponsor the Argyle Canyon OHVR trail for $7,500. The County has obtained a right-of-way in the area. The County will install a physical barrier to keep the public on the trail. Deputy Director Gottfredson is applying for a grant to assist with the cost of the materials. He asked if the County would commit to a 25% cash match that could be up to $15,000. The parties discussed the project. *Commissioner Killian made a motion to approve the grant cash match for the fence in Argyle Canyon. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Recess 9:58 a.m. to 10:18 a.m.***

*Commissioner Miles made a motion to recess the meeting. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Treasurer's Office – Tax Adjustment***
*(10:18 a.m.)*

Treasurer Stephen Potter presented the tax adjustments for the Treasurer's office. Parcel 9374: The company is no longer in the area and unable to collect. Motion to write off with the option to re-install when they return to the area. This is a centrally assessed property with no option to sell or seize the property for a credit of $473.79. The parties review the tax adjustment. *Commissioner Killian made a motion to write off the amount with the option to re-install when they come back into the area. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Auditors Office – Surplus***
*(10:21 a.m.)*

Clerk-Auditor Chelise Jessen presented items from the Building & Grounds Department and the Event Center to be placed on the public notice website. The parties review the items. *Commissioner Killian made a motion to approve the items for surplus as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***HR Office – Payroll***
*(10:27 a.m.)*

Human Resource Generalist Nichole Cowley presented the payroll report ending March 16, 2024; 213 employees were paid. *Commissioner Killian made a motion to approve the March 16, 2024 payroll, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Auditors Office – Vouchers***
*(10:29 a.m.)*

Deputy Clerk-Auditor Janet Jenkins presented the March 25, 2024, vouchers, check numbers 164566 through 164625, for $167,100.60. The parties reviewed the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for March 25, 2024, as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Consideration of Minutes for Combined Commission Meeting held March 18, 2024***
*(10:34 a.m.)*

The parties reviewed the combined Commission meeting minutes held on March 18, 2024. *Commissioner Miles made a motion to approve the minutes for March 18, 2024, as amended. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Calendaring & Weekly Update on Events***
*(10:44 a.m.)*

***Discussion of Possible Subjects for the Next Meeting***
*(10:52 a.m.)*

*Commissioner Killian left the meeting at 10:57 am.*

***Human Resource Update***
*(10:58 a.m.)*

Human Resource Director Judy Stevenson gave an update on the department. They are hosting the staff meeting tomorrow, which will also be available on Zoom and in person.

*Commissioner Killian re-entered the meeting at 11:00 am.*

***Discussion & Consideration of Updating Policy 101: Standards of Conduct for All Employees***
*(10:58 a.m.)*

Human Resource Director Judy Stevenson presented the updated policy, which changes the wording to reference policy 101 instead of 102. *Commissioner Killian made a motion to approve the update to the policy as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;***
*(11:03 a.m.)*

*Commissioner Miles made a motion to go in and out of a closed meeting for a strategy session to discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Back in Session***
*(11:51 a.m.)*

No action is to be taken.

***Auditors Office – Surplus***
*(11:51 a.m.)*

Clerk-Auditor Chelise Jessen presented the items from the Sheriff's Office to be placed on the public notice website. The parties reviewed the items. *Commissioner Miles made a motion to approve the items for surplus as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Adjournment***
*(11:53 a.m.)*

*Commissioner Miles made a motion to adjourn the meeting at 11:53 a.m. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The forum adjourned.*

*Read and approved this on the 1st day of April 2024.*

*Irene Hansen*
*Commission Chair*

*Chelise Jessen*
*Clerk-Auditor*

*Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes*